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29 November 1963

MEMORANDUM FOR: All Office Heads

SUBJECT : Employee Home Address for W-2 Purposes

REFERENCE : [REDACTED], Revised 19 April 1963

25X1
A

1. In order to issue a properly completed Withholding Tax Statement, Form W-2, the payroll office must have the current address of each employee.

2. The attached listing reflects those vouchered funds employees assigned to your office who do not appear in the Personnel Emergency and Locator Record file as of 25 October 1963. It is requested that you furnish information on these employees as follows:

a. Staff Employees

Agency Form 642 or 642a, as appropriate, should be completed immediately and forwarded to ADPD in accordance with [REDACTED], revised 19 April 1963.

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b. Non-Staff Employees

The identification number, name, cost center number, and address for each of these employees should be forwarded to Payroll Branch, Fiscal Division, Room 352, South Building no later than 5 December 1963.

[REDACTED]

25X1A9a

Acting Chief, Fiscal Division

Attachment

25X1A9a

2 Dec 1963

1. [REDACTED] - Resigned effected 1 November 1963.

Subject did not report to Fin
Was in Off Pers/IAS

Div. GROUP 1
Excluded from automatic
downgrading and
declassification

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DOC	9	REV DATE	18/03/80	BY	018995
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